

## Message Text

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ACTION SCA-01

INFO OCT-01 EUR-03 ISO-00 PPTE-00 VOE-00 SCSE-00 /005 W

----- 079499

P 191420Z JUN 74

FM AMCONSUL ANTWERP

TO SECSTATE WASHDC PRIORITY 921

INFO AMEMBASSY BRUSSELS

UNCLAS ANTWERP 0195

E.O. 11652 N/A

TAGS: CGEN

SUBJ: CONSOLIDATED CONSULAR WORKLOAD AND MANPOWER REQUIREMENTS

ESTIMATES FY 1974, 1975, 1976

REF: STATE A-4500

POST: ANTWERP, BELGIUM DATE: JUNE 19, 1974.

FY 74 FY 75 FY 76  
 (ACTUAL (PROJ. (PROJ.  
 WORKLOAD) WORKLOAD) WORKLOAD)

## PART 1 - IMMIGRANT VISAS

NONE - - -

## PART 2 - NON-IMMIGRANT VISAS

|                                  |        |        |        |
|----------------------------------|--------|--------|--------|
| 1. NIV'S ISSUED                  | 11,065 | 12,500 | 14,000 |
| A. NIV'S REFUSED                 | 26     | 42     | 49     |
| B. NIV'S REVALIDATED/TRANSFERRED | 143    | 200    | 200    |
| SUB-TOTAL NIV CASES              | 11,234 | 12,742 | 14,249 |
| 2. BBC'S ISSUED                  | NIL    | NIL    | NIL    |

## 3. CREW LIST VISAS:

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|                         |     |     |     |
|-------------------------|-----|-----|-----|
| A. CREW LISTS PROCESSED | 759 | 800 | 800 |
|-------------------------|-----|-----|-----|

B. INDIVIDUAL NAMES INCLUDED    22,880   24,000   24,000

TOTALS                    11,993   13,542   14,049

4. MANHOURS UTILIZED:

AMERICANS                    524    --    --

LOCALS:

A. FULL TIME PERMANENT ASSIGNED

PERSONNEL                    2,370    --    --

B. PART- TIME AND INTERMITTENT

PERSONNEL                    480    --    --

SUB-TOTAL LOCAL MAN-HOURS            2,850    --    --

TOTAL PRODUCTIVE MAN-HOURS           3,374   3,940   4,250

5. CONSULAR FEES COLLECTED    2,141 US DOLLARS

PART 3 - SPECIAL CONSULAR SERVICES

1. DEATH OF AMERICAN CITIZENS           26    35    45

2. ESTATES AND PROPERTY CLAIMS           49    60    75

3. NOTARIALS                    684    690    600

4. WELFARE AND WHEREABOUTS            174    180    184

5. ARRESTS                    4    5    5

6. SEAMEN AND SHIPPING                    57    52    59

7. SERVICES FOR OTHER FEDERAL OR

STATE AGENCIES                    815    820    840

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TOTAL:            1,809    1,842   1,808

TREASURY CHECK                    -    -    -

CONSULAR FEES COLLECTED    2,554 US DOLLARS

MAN-HOURS UTILIZED:

AMERICAN 315

LOCAL 1,145

TOTAL PRODUCTIVE MAN-HOURS 1,460 1,490 1,520

#### PART 4- CITIZENSHIP AND PASSPORT SERVICES

1. PASSPORT APPLICATIONS EXECUTED 286 300 315

2. PASSPORT APPLICATIONS EXAMINED 0 2 2

3. FEE PASSPORTS ISSUED 276 280 290

4. NO-FEE PASSPORTS ISSUED 10 20 25

5. PASSPORTS AMENDED 57 62 65

6. PASSPORTS VERIFIED -- -- --

7. NEW APPLICATIONS FOR REGISTRATION 282 310 330

8. BIRTH AFFIDAVIT, REGISTRATION AND  
REPORT OF BIRTHS 37 44 52

9. WITNESS TO MARRIAGE 0 0 0

10. WAIVER OF PASSPORTS 2 2 2

TOTAL: 950 1,020 1,081

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#### REGISTRATIONS:

-A. NUMBER REGISTERED 3,360

B. ESTIMATED NUMBER OF U.S.  
NATIONAL CIVILIAN RESIDENTS

U.S. OFFICIALS 290

U.S. NON OFFICIALS 7,200

CONSULAR FEES COLLECTED 3,441.50 U.S. DOLLARS

#### MAN-HOURS UTILIZED:

AMERICAN 410 -- --

LOCAL 610 -- --

TOTAL PRODUCTIVE MAN-HOURS 1,020 1,240 1,460

PART 5 - CONSULAR WORKLOAD REPORT  
REMARKS AND JUSTIFICATION

1. PERCENTAGE OF VISA APPLICANTS INTERVIEWED WHERE THE USE OF AN INTERPRETER IS REQUIRED NIV: ESTIMATED TIME: NEGLIGIBLE
2. PERCENTAGE OF NIV'S ACTUALLY INTERVIEWED TO DETERMINE VISA ELIGIBILITY : 5 PER CENT
3. FULL YEAR TOTAL OF NON-IMMIGRANT CASES RESULTING IN CHANGE OF STATUS : 44
4. CURRENT YEARLY TOTAL OF CONGRESSIONAL CORRESPONDENCE: 8

ALL CONSULAR FUNCTIONS REPORTED IN THE ENCLOSED REPORT ARE BEING PERFORMED BY A REGULAR STAFF OF ONE (1) CONSULAR OFFICER, ALSO ASSIGNED AS CHIEF OF ADMINISTRATION AND TWO (2) PERMANENT LOCAL POSITIONS ASSIGNED FULL-TIME TO ALL FUNCTIONS OF CONSULAR WORK ONE (1) PIT SUMMERTIME JUNIOR LOCAL POSITION APPROVED FOR THE SUMMERTIME PERIOD FROM APRIL THROUGH SEPTEMBER FOR VISA WORK.  
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CORRESPONDENCE WORKLOAD IS ESTIMATED AT APPROX. 1,500 REPLIES ANNUALLY TYPING AND COMPLETION OF VISA CLEARANCE AND OTHER MISCELLANEOUS FORMS ESTIMATED AT ABOUT 2,500/3,000 AND TELEPHONE CALLS AND PERSONNAL APPEARANCES HANDLED APPROX. 16,000. MOST TIME CONSUMING PHASES OF WORK ARE ACTUALLY NOT REFLECTED IN THE ENCLOSED REPORT I. E. PERSONAL APPEARANCES BEFORE CONSULAR STAFF ON VISA, NOTARIAL, SHIPPING, COUNSELLING ON CITIZENSHIP MATTERS ASSISTANCE TO APPLICANTS FOR FEDERAL BENEFITS, HANDLING REQUESTS FOR SERVICES FROM SSA AND ARRANGING MEDICAL EXAMINATIONS, ASSISTING WITH APPLICATIONS FOR VA PENSION APPLICATIONS, APPROVAL OF SCHOOLS, REFUND OF BURIAL FLAGS ETC. IN ADDITION ANTWERP SHIPPING ALSO HANDLING HEAVY WORKLOAD ON BOULDER AND IBEX CABLES TO DEPARTMENT. CONSULAR STAFF ALSO USED HANDLING VISITS AMERICAN PUBLIC VESSELS, NATO FLEET VISITS AND COURTESY CALLS BY US MILITARY UNITS. PROCESSING REQUESTS FOR AMERICAN CERTIFICATES OF OWNERSHIP AND REGISTRATION, SIGNING AND DISCHARGE OF U.S. CREWMEMBERS ETC. PERSONAL APPEARANCES AT THE AMERICAN CONSULATE IN ANTWERP ARE ESTIMATED TO BE AROUND 8000 PER YEAR. THE STAFF OF THE CONSULAR UNIT ALSO HAS TO HANDLE ALL OFFICE RECEPTION AND HANDLING OF PUBLIC INQUIRIES. INCREASE IN VISA ISSUANCE ALTHOUGH STABLE THIS FY IS ESTIMATED TO INCREASE NEXT YEAR.

ASSISTANCE TO U.S. TOURISTS CALLING AT THE POST AND ORAL INFORMATION GIVEN ACTUALLY NOT REFLECTED IN WORKLOAD FIGURES THIS REPORT. IT SHOULD BE NOTED THAT THE WORLDWIDE AVAILABILITY OF CHEAPER OUT-OF-SEASON FLIGHTS IS SPREADING CONSULAR WORKLOAD OVER THE ENTIRE FISCAL YEAR PERIOD, FORMERLY MORE CONCENTRATED IN THE SO-CALLED PEAK-SEASON PERIOD. DUE HEAVY WORKLOAD IN CONSULAR UNIT URGENT NEED EXISTS FOR ONE ADDITIONAL PERMANENT JUNIOR LOCAL POSITION (ISSUANCE NIV'S, INCREASING WORKLOAD ON FILING, CLEARANCE PROCEDURES, ASSISTANCE WITH THE PUBLIC ETC.) IN ADDITION TO THE WELFARE AND WHEREABOUTS CASES AND FEDERAL BENEFITS CASES MENTIONED THERE WERE APPROXIMATELY 476 INTERVIEWS, TELEPHONES CALLS ETC ABOUT THESE CASES FOR WHICH NO FILE WAS CREATED AND WHICH INVOLVE A CONSIDERABLE AMOUNT OF TIME. DURING THE VACATION PERIOD OF JULY AND AUGUST 1973 MANY HOURS NOT RECORDED ON THIS REPORT WERE WORKED BY OFFICERS OF OTHER SECTIONS OF THE CONSULATE GENERAL TO SUPPLEMENT THE WORK OF THE ONE ASSIGNED CONSULAR OFFICER WHO WORKED AN ESTIMATE OF 120 HOURS OF UNPAID OVERTIME ON VISA AND CONSULAR FUNCTIONS DURING WEEK-ENDS.

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#### PART 6 - CONSULAR STAFFING - FULL TIME PERMANENT POSITIONS

| GENERAL CONSULAR |        | TOTAL |        |
|------------------|--------|-------|--------|
| AMER.            | LOCALS | AMER. | LOCALS |

#### REGIONAL BUREAU AUTHORIZATION AS OF

|               |   |   |   |   |
|---------------|---|---|---|---|
| JUNE 30, 1973 | 1 | 2 | 1 | 2 |
|---------------|---|---|---|---|

#### REGIONAL BUREAU AUTHORIZATION AS OF

|               |   |   |   |   |
|---------------|---|---|---|---|
| JUNE 30, 1974 | 1 | 2 | 1 | 2 |
|---------------|---|---|---|---|

|                                      |   |   |   |   |
|--------------------------------------|---|---|---|---|
| FILLED POSITIONS AS OF JUNE 30, 1974 | 1 | 2 | 1 | 2 |
|--------------------------------------|---|---|---|---|

|                                       |   |   |   |   |
|---------------------------------------|---|---|---|---|
| REQUIRED PERSONNEL FOR FY 1975 - 1976 | 1 | 2 | 1 | 3 |
|---------------------------------------|---|---|---|---|

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## Message Attributes

**Automatic Decaptioning:** X  
**Capture Date:** 01 JAN 1994  
**Channel Indicators:** n/a  
**Current Classification:** UNCLASSIFIED  
**Concepts:** n/a  
**Control Number:** n/a  
**Copy:** SINGLE  
**Draft Date:** 19 JUN 1974  
**Decaption Date:** 01 JAN 1960  
**Decaption Note:**  
**Disposition Action:** n/a  
**Disposition Approved on Date:**  
**Disposition Authority:** n/a  
**Disposition Case Number:** n/a  
**Disposition Comment:**  
**Disposition Date:** 01 JAN 1960  
**Disposition Event:**  
**Disposition History:** n/a  
**Disposition Reason:**  
**Disposition Remarks:**  
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**Document Source:** CORE  
**Document Unique ID:** 00  
**Drafter:** n/a  
**Enclosure:** n/a  
**Executive Order:** N/A  
**Errors:** N/A  
**Film Number:** D740160-0086  
**From:** ANTWERP  
**Handling Restrictions:** n/a  
**Image Path:**  
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**Legacy Key:** link1974/newtext/t19740634/aaaabcld.tel  
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**Original Classification:** UNCLASSIFIED  
**Original Handling Restrictions:** n/a  
**Original Previous Classification:** n/a  
**Original Previous Handling Restrictions:** n/a  
**Page Count:** 5  
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**Previous Classification:** n/a  
**Previous Handling Restrictions:** n/a  
**Reference:** STATE A-4500  
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**Secure:** OPEN  
**Status:** NATIVE  
**Subject:** CONSOLIDATED CONSULAR WORKLOAD AND MANPOWER REQUIREMENTS ESTIMATES FY 1974, 1975, 1976  
**TAGS:** CGEN  
**To:** STATE  
**Type:** TE  
**Markings:** Declassified/Released US Department of State EO Systematic Review 30 JUN 2005